



Name _____

Student Number _____

Grade _____

Please see example below on correct way to fill in form.

Forms not filled out correctly will be returned.

Date	Name of Agency or Organization/ Description of Activity/Service Performed	Hours	Signature/ Name and Phone Number of Contact Person
Example 4/9/18	Big Dog Ranch-walk animals, cleaned	4	Joe Smith-Supervisor (Signature Here)
			(561) 555-5555

Total Hours _____

School Official Signature _____

Parent Signature _____

Student Signature _____

- ✓ You must volunteer for a **non-profit** organization or agency.
- ✓ You must complete community service upon successful completion of Grade 8 and by high school graduation.
- ✓ You may count only active hours of volunteering. Each hour of work counts as ONE hour.
- ✓ Parent(s)/guardian(s) cannot sign for your volunteer hours. A supervisor must sign all service hours. If your parent is a supervisor, have another supervisor sign for your hours.
- ✓ Five hours of the required 20 may be submitted for donated goods. Additional hours beyond five will not be accepted until you have met the 20-hour graduation requirement.
- ✓ Practice time for an event does not constitute community service.
- ✓ Bring this completed original form to the School Counseling Office.
- ✓ **MAKE A COPY FOR YOUR OWN RECORDS BEFORE SUBMITTING.**